



Heritage Boiler Association (Alberta)

Keeping Alberta's Steam Heritage Alive

<http://www.hbaa.ca>

Personal Information Protection Policy

Effective: November 2, 2019

The Heritage Boiler Association (Alberta) (The "HBAA") is committed to safeguarding the personal information entrusted to us by our members and clients. We manage your personal information in accordance with Alberta's Societies Act and the Personal Information Protection Act.

Personal information we collect

We collect the personal information that we need for the purposes of providing services to our members and clients. This information includes:

- Name
- Address
- Telephone number(s)
- Email address

The services we provide may include (but are not limited to):

- Sending out association information
- Conducting training courses
- Providing re-certification testing
- Interacting with other associations or agencies related to our association's business

We make every reasonable effort to ensure that member and client information is accurate and complete. We rely on our members and clients to notify us if there is a change to their personal information that may affect their relationship with our organization. If you are aware of an error in our information about you, please let us know and we will correct it.

Consent

We assume consent for any request within our membership. For example, if any member requests contact information for any other member, we will make that contact information available to them. We give members the option to hide telephone numbers and email address, but as required by the Societies Act, names and addresses cannot be hidden. Member contact information may be disclosed to other agencies as required to render our services, for example, to government agencies when submitting re-certification testing results but will not be disclosed to any other non-member without asking your consent, except as authorized by law.

For our clients who are not members (for example, persons attending a training course), we will use your contact information only for the purpose that the information was originally collected, except as authorized by law. This may include disclosing contact information to other agencies as required to render our services. For example, we may provide contact information to government agencies that request proof of having attended a training course for certification purposes. If we wish to use or disclose your personal information for any new business purpose, we will ask for your consent.